Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) Permit MNR040000 reissued with an effective date of August 1, 2013

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at http://www.pca.state.mn.us/ms4.

Submittal: This *MS4 SWPPP Application for Reauthorization* form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of St. Paul Park *County: Washington
(city, county, municipality, government agency or other entity)

*Mailing address: 600 Portland Avenue

*City: St. Paul Park *State: MN *Zip code: 55071

*Phone (including area code): 651-459-9785 *E-mail: kwalsh@stpaulpark.org

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Walsh *First name: Kevin
(department head, MS4 coordinator, consultant, etc.)

*Title: City Administrator

*Mailing address: 600 Portland Avenue

*City: St. Paul Park *State: MN *Zip code: 55071

*Phone (including area code): 651-459-9785 *E-mail: kwalsh@stpaulpark.org

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Fristed First name: Travis
(department head, MS4 coordinator, consultant, etc.)

Title: Environmental Scientist (WSB & Associates, Inc.)

Mailing address: 701 Xenia Avenue South, Suite 300

City: Minneapolis State: MN Zip code: 55416

Phone (including area code): (763) 541-4800 E-mail: tfristed@wsbeng.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this *MS4 SWPPP Application for Reauthorization* form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

☒ Yes - *I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.*

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Kevin Walsh
(This document has been electronically signed)

Title: City Administrator Date (mm/dd/yyyy): 10/30/2013

Mailing address: 600 Portland Avenue

City: St. Paul Park State: MN Zip code: 55071

Phone (including area code): (651) 459-9785 E-mail: kwalsh@stpaulpark.org

Note: *The application will not be processed without certification.*

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
South Washington Watershed District (partnership includes City website noticing/links of SWWD events/programs, cost-share for public participation in the Water Quality Cost Share Program, and Rain garden Pilot Program). Refer to Section V.B.2 for further details.	MCM 1, 2

B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships.*

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes:**

   a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

   ☒ Ordinance ☐ Contract language
   ☐ Policy/Standards ☐ Permits
   ☐ Rules
   ☐ Other, explain: _____

   b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

   Citation:

   City Ordinance 657 located in Chapter 28 - Environmental Management, Article II - Environmental Management, Division1 - Illicit Discharge and Connection Detention and Elimination

   Direct link:

   http://library.municode.com/index.aspx?clientID=12857&stateID=23&statename=Minnesota

   ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg.*

2. If **no:**

   Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls?

☒ Yes ☐ No

1. If **yes:**

   a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

   ☒ Ordinance ☐ Contract language
   ☐ Policy/Standards ☐ Permits
   ☐ Rules
   ☐ Other, explain: _____

   b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

   Citation:

   Section 62-95 Stormwater Management

   Direct link:

   http://library.municode.com/HTML/12857/level3/COOR_CH62SU_ARTIVDEST.html#COOR_CH62SU_ARTIVDEST_S62-95STMA

   ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☒Yes ☐ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

1.	Best Management Practices (BMPs) to minimize erosion.	☒ Yes ☐ No
2.	BMPs to minimize the discharge of sediment and other pollutants.	☒ Yes ☐ No
3.	BMPs for dewatering activities.	☒ Yes ☐ No
4.	Site inspections and records of rainfall events	☒ Yes ☐ No
5.	BMP maintenance	☒ Yes ☐ No
6.	Management of solid and hazardous wastes on each project site.	☒ Yes ☐ No
7.	Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means.	☒ Yes ☐ No
8.	Criteria for the use of temporary sediment basins.	☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?
☒ Yes ☐ No

1. If **yes:**

   a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

   ☒ Ordinance ☐ Contract language
   ☒ Policy/Standards ☐ Permits
   ☐ Rules
   ☐ Other, explain: _____

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Section 62-95 Stormwater Management and Comprehensive Stormwater Management Plan

Direct link:

http://library.municode.com/HTML/12857/level3/COOR_CH62SU_ARTIVDEST.html#COOR_CH62SU_ARTIVDEST_S62-95STMA

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg.*

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

   a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ **Yes** ☒ **No**
      1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
      2) Stormwater discharges of Total Suspended Solids (TSS).
      3) Stormwater discharges of Total Phosphorus (TP).

   b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
      1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
      2) Stormwater discharges of TSS.
      3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

   a. Limitations

      1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
         a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
         b) Where vehicle fueling and maintenance occur.
         c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
         d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.

      2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
         a) With predominately Hydrologic Soil Group D (clay) soils.
         b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
         c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
         d) Where soil infiltration rates are more than 8.3 inches per hour.

      3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

   a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
      1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
      2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
      3) Locations in the next adjacent DNR catchment area up-stream
      4) Locations anywhere within the permittee's jurisdiction.

   b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No

   c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No

   d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No

   e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No

   f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No

5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

   a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☒ Yes ☐ No

   b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No

   c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

City ordinance No. 62-95 and/or the City's Stormwater Management Plan will be revised to include the new MS4 regulatory standards, consisting of a reference to the City's Comprehensive Stormwater Management Plan Policy, (which defines treatment requirements for new development), treatment requirements for re-development, definitions of prohibited use (infiltration techniques), language for regional stormwater systems, and long-term maintenance of structural BMPs. The final ordinance language will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs.*
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B. Describe your ERPs:

ERPs addressing illicit discharge are defined in City Ordinance 657 (Sec. 28-24 to 28-30). The City intends to draft additional ERP ordinance language in ordinance 62-95 and internal protocols/procedures for construction and post-construction in 2014. The final ERP language for MCM 3 and 5 will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

The City's storm sewer inventory was updated in 2012, and is reviewed annually and revised to include new construction and reconstruction projects.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☐ Yes ☒ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☒ Yes ☐ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's GIS mapping will be revised in 2014 to include new MS4 permit definitions for ponds, outfalls, and include stormsewer pipes 12-inches(and larger). The City will finalize all mapping (for inspection purposes) within 12 months of the date MS4 permit coverage is extended to the City.

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☐ No
2. A geographic coordinate. ☒ Yes ☐ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: http://www.pca.state.mn.us/ms4 , according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☒ Yes ☐ No

If you answered **no,** the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

   The City implements a comprehensive public education program to foster responsible water quality management practices by City residents and businesses, through the use of City website, public service announcements, newsletter, notices, volunteer events, and specific program funding with partnership with the South Washington Watershed District. Public information including proper lawn fertilizing and other lawn chemical use, disposal of lawn waste, and disposal of solid, liquid and household hazardous waste products and contact information to report violations to the City is provided on the City website. The City coordinates their public participation events with the South Washington Watershed District (SWWD), local businesses, and citizen volunteers.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

   Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf).

   If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	**Measurable goals and timeframes**
Public Service Announcements	The City will continue to air a minimum of one stormwater related public service announcement on public access television each year, throughout the MS4 permit cycle (July 31, 2018).
City Environment Webpage & Notices	Educational materials are available on the City Website that include a variety of stormwater related topics in MCM 3-6. Efforts are also coordinated with the Washington County Public Health and Environment (WCPHE) for providing illicit discharge information. The webpage will be reviewed annually and updated with revised content (if needed), throughout the MS4 permit cycle (July 31, 2018).
Newsletter	Provide a minimum of one stormwater related article in each city newsletter. City staff will continue to produce and distribute (inserted in utility bill inserts) two different newsletters annually during the MS4 permit cycle (July 31, 2018).

BMP categories to be implemented	**Measurable goals and timeframes**
Educational Program Evaluation	The City will conduct a program evaluation of all the materials used in its educational program to identify six high-priority topics and revised materials which focus on these topics. The evaluation will be completed by the responsible staff of MCMs 1-6 in 2014. Revised educational content will be finalized per the media type within 12 months from the date MS4 permit coverage is extended to the City.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

   Mary Darwitz, Administrative Assistant

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

   The City of St. Paul Park holds a public meeting annually to review the City's Storm Water Pollution Prevention Plan. This meeting is an opportunity for residents to learn about storm water issues as they pertain to the City's Storm Water Pollution Prevention Program (SWPPP). The annual meeting is held each May at City Hall, 600 Portland Avenue, St. Paul Park, Minnesota. The SWPPP document and Annual Reports are available at City Hall during normal business hours (Monday - Friday from 8:00 a.m. to 4:30 p.m.) for review. Any comments or concerns regarding public input are welcomed and can

be submitted to the City Administrator at (651) 459-9785 at anytime throughout the year for consideration. The City also keeps records of all relevant input, responses, modifications to the SWPPP, along with notifications of all public meeting forums held.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

   Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	**Measurable goals and timeframes**
Annual Meeting	The City will continue to host a public meeting each May. The purpose of the meeting will be to review and solicit public comments on the current year's draft MS4 annual report and SWPPP. The MS4 public meeting will be annually throughout the MS4 permit cycle (July 31, 2018)
Adopt-A-Drain	Homeowners are encouraged to help the Public Works Department keep storm drains clear of litter and leaves. The City will continue to updated its inventory of storm drains that are stenciled and provide assistance to interested homeowners, as requested throughout the MS4 permit cycle (July 31, 2018)
Rain Garden Pilot Program	The City website solicits property owners (in partnership through a cost-share agreement with the South Washington Watershed District) to implement a rain garden program where residents are eligible to receive 50% reimbursement. This BMP will continue to be implemented until funding is depleted.
Water Quality Cost Share Program	The City partners with the South Washington Watershed District to encourage and offer financial assistance to citizens, municipalities, and businesses to use innovative practices to protect and improve lakes and streams within the SWWD district. The program promotes water quality improvements by focusing on the reduction of phosphorus in stormwater runoff. Eligible projects include reimbursement grants for rain gardens, shoreline buffers and native plantings. The City will continue to provide information and links on the City website for this program, throughout the MS4 permit cycle (July 31, 2018).
Mississippi Riverboat Cleanup	Local businesses, organizations and volunteers participate in an annual river cleanup along the Mississippi River. The City will continue to solicit public participation on the City website, and offer operational support (staff, public works equipment, etc.) during the event, throughout the MS4 permit cycle (July 31, 2018).
Storm Drain Stenciling	The St. Paul Park Public Works Department offers citizens the opportunity to identify and label storm drains that are not connected to a treatment facility. The City will continue provide stenciling materials and solicit public participation on the City website, throughout the MS4 permit cycle (July 31, 2018).

BMP categories to be implemented	**Measurable goals and timeframes**
Availability of the Stormwater Pollution Prevention Program document to be available online	The City will post a summary of the final SWPPP activities on the City website, within 12 months from the date MS4 permit coverage is extended to the City.

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

   If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Mary Darwitz, Administrative Assistant

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

   The City adopted a Illicit Discharge and Connection Detention and Elimination ordinance (Chapter 28, Article II, Division 1) and provides educational material on the City website. The City intends to fully revise the non-ordiance compoents of the IDDE program after MS4 permit coverage is extended to the City.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

   a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☐ Yes ☒ No

   b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☐ Yes ☒ No

   c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No

   d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No

   e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☒ Yes ☐ No

   f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☐ Yes ☒ No

   g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☒ Yes ☐ No

   h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

   If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

   The City's IDDE program will be revised to include a map of high priority areas (based on current land use, history of discharges, and active NPDES Industrial Stormwater permits), expanded employee training of illicit discharge recognition, and further detail the internal procedures for spill response, investigating, locating, and eliminating the sources. Draft revisions will be completed in 2014 and implemented within 12 months from the date MS4 permit coverage is extended to the City.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

   Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf).

   If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance 657	The illicit discharge connection and detection and elimination ordinance will be reviewed in 2014 and modified appropriately to incorporate changes to the IDDE program. Final revisions (if any) will be implemented within 12 months from the date MS4 permit coverage is extended to the City.
Public Works Inspections	Illicit discharges and illicit connections are investigated during routine stormsewer and pond inspections. Potential discharges and connections are reported as appropriate for additional follow-up.

BMP categories to be implemented	Measurable goals and timeframes
IDDE Priority Inspection Map	Develop IDDE inspection map in 2014. Utilize map for inspections within 12 months from the date MS4 permit coverage is extended.
SOPs for Emergency Response	Draft standard operating procedures for emergency response to non-stormwater spills and discharges in 2014. Implement final SOP within 12 months from the date MS4 permit coverage is extended.
Public Works Inspection Procedures and Employee Training	Revise Public Works procedures for conducting visual inspections of illicit discharges, including employee recognition of illicit discharges in 2014. Implement final SOP within 12 months from the date MS4 permit coverage is extended.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☒ Yes ☐ No

   If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

   Brian Rumpca, Assistant Supervisor (Public Works Dept.)

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

   The City has a written procedure for site plan reviews as it pertains to subdivision approval. The subdivision design standard ordinance (Chapter 62, Article IV - Design Standards, Section 62-95 Stormwater Management) requires land disturbing acitivities consisting of one acre of land or more to submit a stormwater managenment plan that meets or exceeds current NPDES Construction Stormwater Permit standards. This ordinance has enforcement measures which specifies the City's authority to suspend or revoke the site development permit though the issuance of a stop work order or the revocaton of the site development or building permit. The City Engineer provides plan review (all public and private development sites) and inspection services for City projects. Public Works staff conducts regular site inspections on all permitted residential/commercial sites, and receives public complaints of potential non-compliance.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
   a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
   b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
   c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
   d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
      1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
      2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
      3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☒ Yes ☐ No
      4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
   e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
   f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
   g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☐ Yes ☒ No

   If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be

taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The City will add contact information on the stormwater website for the public to provide complaints regarding non-compliance of construction sites. Reciept and consideration of non-compliance will be forward to the Public Works Deparetment for review and appropriate follow-up. City staff will also draft an internal field inspection form for Public Works staff to conduct erosion and sediment control inspections of residential and commercial sites. This inspection form will define priority sites, frequency of inspections, and record retention.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

   Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	**Measurable goals and timeframes**
Stormwater Management Plan Review	Continue to conduct plan reviews of sites one acre and larger.

BMP categories to be implemented	**Measurable goals and timeframes**
Employee Training	Public Works staff (a minimum of one staff member) will maintain valid certification in NPDES Construction Stormwater Permit related training per NPDES-CSW training requirements.
Field Inspection Checklist	Develop a field inspection checklist for Public Works staff to use when conducting erosion and sediment control inspections. Draft the inspection form in 2014 for implementation within 12 months of the date MS4 permit coverage is extended to the City.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

   Brian Rumpca, Assistant Supervisor (Public Works Dept.)

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

   The Post-Construction Stormwater Management BMPs are described in ordinance 62-95 and the City's Stormwater Management Plan. These BMPs include a required Stormwater Permit for land disturbance of one acre (or larger), plan submittals and City review procedures, design standards for permanent facilities, inspection, and developer agreements for long-term operation and maintenance of permanent facilities

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No

3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):

   a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No

   b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No

   c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No

   d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☒ Yes ☐ No

   If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

   The City will draft additional ordinance language detailing the documentation, payment system, and legal agreements that will be required for post-construction stormwater facilities in 2014. Final ordinance revisions will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Stormwater Management Plan standards and City Ordinance 62-95	The City will continue to review and issue stormwater permits (for land disturbance of one acre and larger), through the end of the MS4 permit cycle (July 31, 2018).

BMP categories to be implemented	Measurable goals and timeframes
Update City Ordinance 62-95	City ordinance 62-95 will be revised to include the new MS4 regulatory standards, consisting of treatment requirements for re-development, definitions of prohibited use (infiltration techniques), and expanded language for regional stormwater systems.
Revise Plan Review Checklist	The City's Plan Review checklist will be revised to include to include the new MS4 regulatory standards, consisting of treatment requirements for re-development, definitions of prohibited use (infiltration techniques), and expanded language for regional stormwater systems.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

   City Engineer

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

   The City's Public Works Department is primarily responsible for all MCM 6 activities. Current Public Works activities include inspections and maintenance of the stormsewer system, street sweeping, regular erosion and sediment control inspections of City permit building sites, and employee training (NPDES Construction Stromwater Permit – Site Manager). In 2014, the City intends to expand the employee training opportunities, refine all record keeping procedures of inspections and maintenance, and written procedures for IDDE.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

   City staff will conduct a facility inspection within 12 months of the date permit coverage is extended to the City.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

   Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (http://www.epa.gov/npdes/pubs/measurablegoals.pdf).

   If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	Conduct street sweeping operations of all public streets a minimum of twice annually. Record the sweeping route and date per occurrence. Review and revise (as needed) street sweeping operations, stormwater quality areas, and routes annually through the end of the MS4 permit cycle (July 31, 2018).
Structural Pollution Control Device (SPCD) Inspections	Continue to inspect 100% of all SPCD's each year of the MS4 permit cycle (July 31, 2018).

Inspect MS4 Outfalls and Ponds	Continue to inspect a minimum of 20% of all MS4 outfalls each year, until 100% of all MS4 Outfalls and Ponds have been inspected within the MS4 permit cycle (July 31, 2018).
Evaluation of MS4 Outfalls, SPCD, & Pond Inspections	Annually evaluate MS4 outfall, SPCD, and Pond inspection frequency, record keeping, and determine if maintenance, repair, or replacement is needed.

BMP categories to be implemented	**Measurable goals and timeframes**
Employee Training	Expand the current PW staff training to include additional stormwater related procedures and certifications. Provide one annual training event for new and current applicable staff, through the end of the MS4 permit cycle (July 31, 2018).
Stockpiles, Storage and Material Handling Area Inspections	Conduct quarterly inspections of all stockpile, storage and material handling areas (per the 2014 facility inventory), through the end of the MS4 permit cycle (July 31, 2018).
Update Public Works MS4 Program	Update existing BMPs to coincide with new/revised MS4 permit requirements (refer to question #9).
Pond Sediment Excavation and Removal Projects	The City will develop a reporting component for pond sediment removal projects. Reporting will document the date, pond ID, project limits/construction plans, volume of sediment removed, test results (if any), and disposal location.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

   a. If **no**, continue to 6.

   b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm. Is a map including the following items available for your MS4:

      1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No

      2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☐ No

   c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

   a. Addresses the importance of protecting water quality? ☒ Yes ☐ No

   b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No

   c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City will update written procedures for conducting inspections and reporting of illicit discharge detection, outfalls, ponds and structural pollution control devices, employee training events, and pond testing procedures and schedules within 12 months of the date permit coverage is extended to the City.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

    Brian Rumpca, Assistant Supervisor (Public Works Dept.)

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention**:** *MS4NameHere_TMDL.*

   This form is found on the MPCA MS4 website: http://www.pca.state.mn.us/ms4.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

   This form is found on the MPCA MS4 website: http://www.pca.state.mn.us/ms4.

VIII. Add any Additional Comments to Describe Your Program

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 Pond, Wetland, and Lake Inventory Form

Municipal Separate Storm Sewer System (MS4) Program

Doc Type: Plans/Specifications/Maps

Name of MS4 Permittee	Date form completed	Unique ID Number	Type of Feature (Pond, Wetland or Lake)	Feature Common Name (If Applicable)	Y Coordinate (Latitude) Decimal Degrees	X Coordinate (Longitude) Decimal Degrees
City of St. Paul Park	11/18/2013	1	Pond	Hastings	-92.978	44.841
City of St. Paul Park	11/18/2013	2	Pond	Stevens	-92.989	44.827
City of St. Paul Park	11/18/2013	3	Pond	Burlington #3	-92.993	44.842
City of St. Paul Park	11/18/2013	4	Pond	Burlington #4	-92.994	44.845
City of St. Paul Park	11/18/2013	5	Pond	S.P.P. Road	-92.995	44.849
City of St. Paul Park	11/18/2013	6	Pond	Marathon #6	-92.996	44.849
City of St. Paul Park	11/18/2013	7	Pond	Marathon #7	-92.997	44.855

Name of MS4 Permittee	Date form completed	Unique ID Number	Type of Feature (Pond, Wetland or Lake)	Feature Common Name (If Applicable)	Y Coordinate (Latitude) Decimal Degrees	X Coordinate (Longitude) Decimal Degrees

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Name of MS4 Permittee	Date form completed	Unique ID Number	Type of Feature (Pond, Wetland or Lake)	Feature Common Name (If Applicable)	Y Coordinate (Latitude) Decimal Degrees	X Coordinate (Longitude) Decimal Degrees

Instructions for MS4 Pond, Wetland and Lake Inventory Form (*Submit this form within 12 months of the date permit coverage is extended; Appendix A, Table 2*)

Submit this form electronically via e-mail to the Minnesota Pollution Control Agency (MPCA) MS4 Permit Program at ms4permitprogram.pca@state.mn.us.

This inventory is required by Chapter 172, Sec. 28 of the 2009 Session Laws and is required to be incorporated into the 2013 revision of the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Small Municipal Separate Storm Sewer Systems (MS4) General Permit with an effective date of August 1, 2013. The purpose of this inventory is to identify all stormwater ponds, wetlands and lakes within the permittee's jurisdiction. The permittee shall complete an inventory of all ponds that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. Stormwater ponds do not include areas of temporary ponding, such as ponds that exist only during a construction project or short-term accumulations of water in road ditches. The permittee shall complete an inventory of all wetlands and lakes within the permittee's jurisdiction, that collect stormwater via constructed conveyances. Ponds, wetlands and lakes may have received polycyclic aromatic hydrocarbons (PAHs) and other types of contamination as a result of discharges from the stormwater conveyance system. Information previously gathered for MS4 permit compliance purposes such as mapping the stormwater management system, stormwater management planning, inspections and maintenance activity should be used to help complete the inventory.

Refer to Part III.C.2 in the 2013 Reissuance of the NPDES/SDS Small MS4 General Permit for requirements of the Pond, Wetland and Lake inventory:

- A unique identification (ID) number shall be assigned by the permittee to each pond, wetland and lake within the permittee's jurisdiction that receives stormwater discharges from a stormwater conveyance system.
- A geographic coordinate in decimal degrees of each feature (approximate center of the pond, wetland or lake).
- Identify the type of feature (e.g., pond, wetland or lake). This may be determined using best professional judgement.

The table below provides the inventory requirements and guidance on the options for data elements required by this inventory.

Schedule for meeting the Inventory Requirements

The completed MS4 Pond, Wetland and Lake inventory will be due within 12 months of the date permit coverage is extended. Refer to Appendix A, Table 2 of the 2013 NPDES/SDS Small MS4 General Permit. Submit this form electronically via e-mail to the Minnesota Pollution Control Agency (MPCA) MS4 Permit Program at ms4permitprogram.pca@state.mn.us. If you have already submitted your MS4 Pond Inventory Form to the MPCA, then you do not need to resubmit this form.

For information on the inventory requirements, contact Scott Fox (scott.fox@state.mn.us).

Field Title	Field Guidance	Entry Options	Entry Option Guidance

General Guidance: Use only the data entry options provided in this guidance; if the available options are not appropriate or if no information is available for a water body, leave the data field blank (do not enter NA or some other code). Include all stormwater ponds, wetlands and lakes within the jurisdiction of your MS4 that receive stormwater discharges via one or more components of your MS4 conveyance system. Such conveyance components include, but are not limited to pipes, ditches (owned and operated as part of your MS4), swales, gutters, streets, curbs, curb cuts, and man-made channels. This is an inventory of all ponds within the MS4, including private ponds that receive stormwater from an MS4 conveyance and those private ponds that discharge to the MS4. To avoid duplication, each MS4 permittee is responsible for the ponds and discharges to water bodies within their own jurisdictional boundary (e.g., MS4 college within an MS4 city).

This inventory does **not** include:

- water bodies that receive only direct stormwater drainage through overland flow and/or conveyance components that are not part of your MS4 system.
- structural pollution control devices such as sump manholes, grit chambers, separators, infiltration trenches and other small settling or filtering devices.

Unique ID Number	Create a unique identification (ID) number for each of your ponds, wetlands and lakes: 1) The Permittee must create a unique ID number for stormwater ponds- a permittee may use their own ID numbering system to identify stormwater ponds; if you do not have a numbering system, you must create one; 2) There are 2 options for the identification of wetlands and lakes: a) use a State level ID number system for the wetland or lake, when it exists; examples include public water numbers, DNR lake numbers, wetland survey numbers; or b) use the Outfall ID number and common name for the water body. The state is developing a universal numbering system for all types of waters (WIDs) but this system will not be available in time for the inventory. The DNR web site has many of the existing water body ID data sets and maps.		
Type of Feature (Pond, Wetland or Lake)	Select the option that is appropriate for each water body type; specify the public water and insert the common name when applicable.	Pond	Purpose for stormwater treatment
		Wetland	Purpose for collection of stormwater via constructed conveyances
		Lake	Purpose for collection of stormwater via constructed conveyances
		Identify common name of ponds, wetlands and lakes (if applicable)	Enter common name of pond, wetland and lake, if applicable.
Geographic Coordinate of Pond, Wetland or Lake (approximate center of location)	Indentify location of ponds, wetlands and lakes receiving stormwater discharges; enter a geographic coordinate in the approximate center of the pond, wetland or lake.	Latitude/Longitude Data in Decimal Degrees (X, Y Coordinate)	Geographic coordinate is defined as the point location of a stormwater feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e., latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the geographic coordinate will typically define the approximate center of a stormwater feature. For wetlands, ponds, & lakes provide (X, Y) coordinates in the approximate center of the feature. Township and Range numbers are not coordinates. Example coordinate of Pond, Wetland, or Lake: Y Coordinate (Latitude) 44.956899, X Coordinate (Longitude) -93.083887.